

SUMMARY OF CHANGES AR 548 CASEWORK TO DOCUMENT HOLDS AND DETAINERS

Clarification throughout the AR includes:

- The word **and** is occasionally replaced with **and/or**.
- The designation “Institutional Holds and Detainer Coordinator (HDC),” has been added.
- Where **(NOTIS)** is referenced, the words **(OSM)** **and**, may have been added. For example: The OMD Warrants Coordinator will immediately enter confirmed holds and detainers and detainers received from other agencies into **OSM and** NOTIS case notes.

Under **RESPONSIBILITY** reference to the **Nevada Offender Tracking Information System (NOTIS)** was replaced with **Offender Sentence Management (OSM)**. The old AR read:

The Offender Management Administrator (OMA) is responsible for establishing and monitoring a process to ensure that holds and detainers from other agencies and jurisdictions are properly documented in the **Nevada Offender Tracking Information System (NOTIS)**.

The changed paragraph in the new AR reads:

The Offender Management Administrator (OMA) will be responsible for ensuring that holds and detainers from other agencies and jurisdictions are properly documented in the **Offender Sentence Management (OSM)** Holds and Detainers screen.

Under **548.01, 1, B, PROCEDURES, 6)** was added:

6) Inmate advisement to staffs.

Under **548.01, 1, E, PROCEDURES**, the words **for holds and detainers** were added. **The sentence in the new AR reads:**

E. Casework **for holds and detainers** consists of contacting the agency and obtaining:

Under **548.01, 1, F, PROCEDURES**, wording was added. **The old AR read:**

F. Caseworkers will input this information into NOTIS and send a completed Form 2040 or **Form** 2040A to the **OMD** Warrants Coordinator in the Offender Management Division. If an Originating Agency Identifier (ORI) Number is not available; this **fact** will be noted.

The sentence in the new AR reads:

F. Caseworkers will input this information into NOTIS **case notes** and send a completed Form 2040 or 2040A to the **Institutional Holds and Detainer Coordinator (HDC) who will review and forward the information to the** Warrants Coordinator in the Offender Management Division. If an Originating Agency Identifier (ORI) Number is not available; this will be noted.

Under 548.01, 1, G, 1) PROCEDURES, wording was added. The old AR read:

(1) Misdemeanor or gross misdemeanor charges or holds,

The sentence in the new AR reads:

1) Misdemeanor or gross misdemeanor charges or holds; **assisting inmates and other agencies resolving outstanding charges or holds.**

Under 548.01, 2, C & 3, PROCEDURES, new wording was added to clarify the Interstate Agreement on Detainers. The old AR read:

C. The OMD Warrant Coordinator is responsible for researching and initiating Interstate Agreement on Detainers (IAD).

(1) Designated institutional staff is responsible for review and witnessing the signing of IAD forms 1, 2, 3 and 4, by the inmate.

3. Classification

- A. The presence of a confirmed non-extraditable felony hold, notify or detainer is not an automatic exclusion from minimum custody. Each instance needs to be considered on a case by case basis taking into consideration the inmate's proximity to release; the type of offense that it represents; and the other agencies intentions.
- B. If the hold is for an obligation that is concurrent, and discharges before their Nevada sentence, an inmate may be considered for minimum custody.
- C. An inmate with an ICE hold may be approved for, or remain in a minimum custody setting. Review for assignment to, or retention at minimum custody should provide specific information regarding the escape risk that the inmate represents, including but not limited to observed behaviors, statements or comments ICE officials, or local (within Nevada) legal family ties.
- D. If a confirmed hold or detainer is determined to be an appropriate exclusion for minimum custody, the NOTIS classification assessment should be documented in the Questionnaire Minimum Eligibility Question 6 "YES" check mark and narrative in the comments section.

This section in the new AR reads:

C. The Interstate Agreement on Detainers (IAD) provides the means by which an incarcerated person may be brought to answer for untried charges in another state; and for preserving the rights that an incarcerated person may be entitled to with regard to detainers.

1) A warrant may be received by the Department from a prosecuting official, or as a result of an inquiry made by an inmate of the Department.

2) A prosecutor may file a warrant and exercise authority to proceed immediately with extradition, or file the warrant and take no action with regard to extradition.

3) If a warrant is filed without an expressed intent to extradite; the inmate may exercise his right to request a final disposition.

D. Once the necessary detainer information is obtained, the OMD Warrant Coordinator is responsible for researching and initiating Interstate Agreement on Detainers (IAD). The HDC is responsible for reviewing, witnessing the signing of IAD FORMS 1, 2, 3 and 4, with the inmate and forwarding the respective documents back to the OMD Warrants Coordinator.